



Intensive Transitional Living Residence at Bronx Psychiatric Center
Request for

Proposals

New York City

Grant Procurement

October 2018

(On-Line Submission Required)

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1. Introduction and Background

1.1 Purpose of the Request for Proposal

The New York State Office of Mental Health (OMH) is seeking proposals from non-profit organizations with experience operating a licensed, mental health housing program providing support to individuals with histories of criminal justice involvement. The Office of Mental Health announces this Request for Proposals (RFP) for the development and operation of a 20 bed Intensive Transitional Living Residence (ITLR) on the Bronx Psychiatric Center campus for individuals with a serious mental illness who meet the following criteria: are current patients of NYS OMH Psychiatric Centers who were admitted into the State Psychiatric Center immediately following a prison sentence; or are being released from NYS prison and are at the highest risk of recidivism without appropriate support and intervention as determined through an OMH central review process. Final approval includes the ability to submit and obtain licensure through the submission of the Prior Approval Review (PAR) application and enter into a long-term lease with the State of New York to occupy the building. In addition, the issuance of an operating contract will be subject to the approval of the Office of the State Comptroller (OSC).

The 2015/2016 Enacted NYS State Budget authorizes funding for the development of a specialized ITLR to focus programming on individuals with a forensic history who meet the highest level of need and risk for recidivism, especially those who would be homeless. Engagement will be instrumental in the ITLR to encourage participants to maximize the benefit of this specialized housing and to prevent them from moving on prematurely. Programming utilized will support what has been learned in previous settings, particularly Aggression Replacement Training (ART) and Interactive Journaling. Additional programming and support will focus on rehabilitation and risk reduction, including vocational and peer services, health and wellness and the development of independent living skills. Residential staff will be trained in Motivational Interviewing, Sensitizing Providers to the Effects of Correctional Incarceration on Treatment and Risk Management (SPECTRM), and the related Re-Entry After Prison (RAP), as well as the utilization of HCR 20 risk assessment results.

This RFP is being issued contemporaneously with a separate RFP to occupy and operate an existing, vacant transitional apartment building within a neighboring building also on the BPC campus. The Transitional SRO is also intended to focus primarily on individuals with a serious mental illness and forensic history, including those referred from the ITLR, which is the subject of this RFP.

The successful awardee of this RFP will be expected to operate the ITLR working in close collaboration with the organization operating the Transitional SRO and referring individuals from the ITLR to the Transitional SRO. OMH recognizes the advantages to having the same organization operate both programs; however, it is not a requirement. The contract to operate the ITLR and Transitional SRO may be awarded to separate not-for-profit organizations. It is not necessary to apply for both RFPs to be considered for an award under this RFP. If interested in applying to become the operator of the Transitional SRO, a separate RFP is being released and a separate application must be submitted. Please refer to the procurement page on the OMH website for additional information.

2 Proposal Submissions

2.1 Designated Contact/Issuing Officer

OMH has assigned an Issuing Officer for this project. The Issuing Officer or a designee shall be the sole point of contact regarding the RFP from the date of issuance of the RFP until the issuance of the Notice of Conditional Award. To avoid being deemed non-responsive, a bidder is restricted from making contact with any other personnel of OMH regarding the RFP. Certain findings of non-responsibility can result in rejection for a contract award. Contacts made to any other OMH or other State personnel regarding this procurement may disqualify the Applicant and affect future procurements with governmental entities in the State of New York. The Issuing Officer for this RFP

is:

Carol Swiderski
Contract Management Specialist 2
New York State Office of Mental
Health Contracts and Claims
7th Floor
44 Holland Avenue
Albany, NY 12229

2.2 Key Events/Timeline

RFP Release Date	10/2/2018
Mandatory Site Tour / Bidder's Conference	10/23/2018
Questions Due	10/31/2018
Questions and Answers Posted on Website	11/7/2018
Proposals Due	11/28/2018
Anticipated Award Notification	12/28/2018
Anticipated Contract Date	6/1/2019

2.3 RFP Questions and Mandatory Site Tour

All questions or requests for clarification concerning the RFP shall be submitted in writing to the Issuing Officer by fax at (518) 402-2529 or by email at Carol.Swiderski@omh.ny.gov by the "Questions Due" date indicated in Section 2.2. The questions and official answers will be posted on the OMH website on the "Questions and Answers Posted on Website" date indicated in Section 2.2 and will be limited to addressing only those questions submitted by the deadline. No questions will be answered by telephone or in person.

A tour of the site will be held for all interested bidders on the date indicated above between 10:00 a.m. and 11:00 a.m. The address of the site is 1500 Waters Place, Bronx, NY 10461. Upon entering the campus, take the first available right turn. The ITLR will be located in Building #34, the second building on the right opposite the parking lot. **Note that the tour is mandatory for all interested bidders, as a prerequisite to submitting an application.**

2.4 Addenda to Request for Proposals

It is the bidder's responsibility to periodically review the OMH website to learn of revisions or addendums to this RFP. Changes to the RFP will also be posted in the NYS Contract Reporter. No other notification will be given.

2.5 Eligible Agencies

Eligible applicants are not-for-profit agencies with 501(c) (3) incorporation that a) have experience providing housing and supportive services for any special needs group that is contracted for and monitored by a city, state or federal government agency and b) operate licensed mental health housing programs and c) have experience working with individuals who have been involved in the criminal justice system.

If unsure if your agency is an eligible applicant, contact the Issuing Officer identified in Section 2.1.

2.6 Disqualification Factors

Following the opening of bids, a preliminary review of all proposals will be conducted by the Issuing Officer or a designee to review each proposal's submission for completeness and verify that eligibility criteria have been met. Additionally, during the proposal evaluation process, evaluators will also be reviewing eligibility criteria and confirming that they have in fact been met. During the course of either of these review processes, proposals discovered to not meet basic participation standards will be disqualified, specifically:

- Proposals from applicants that do not meet the eligibility criteria as outlined in 2.5; or
- Proposals that do not comply with bid submission and/or required format instructions as specified in 2.9 or
- Proposals from eligible not-for-profit applicants who have not completed Vendor Prequalification, as described in 2.8, by the "Proposals Due" date indicated in 2.2 at 4:00:00 p.m.

2.7 Proposals Executive Order #38

Pursuant to Executive Order #38 (<http://governor.ny.gov/executiveorder/38>), dated January 18, 2012, OMH promulgated regulations regarding limits on administrative costs and executive compensation paid by covered providers. See 14 NYCRR Part 513. Any contract awarded through this RFP will be subject to such restrictions and to related requirements. See OMH Master Contract Forms and Instructions, Attachment A-1, section A.12 (Mental Health Regulations). See also <http://executiveorder38.ny.gov/>.

2.8 Grants Gateway Requirement

Pursuant to the New York State Division of Budget Bulletin H-1032, dated June 7, 2013, New York State has instituted key reform initiatives to the grant contract process which require not-for-profits to register in the Grants Gateway and

complete the Vendor Prequalification process in order for proposals to be evaluated and any resulting contracts executed. Information on these initiatives can be found at https://grantsgateway.ny.gov/IntelliGrants_NYSGG/module/nysgg/gportal.aspx

Proposals received from eligible not-for-profit applicants who have not been prequalified by the by the “Proposals Due” date indicated in 2.2 at 4:00:00 p.m. cannot be evaluated; therefore, such proposals will be disqualified from further consideration.

Please do not delay in beginning and completing the prequalification process. The state reserves 5 days to review submitted prequalification applications. Prequalification applications submitted to the state for review less than 5 days prior to the RFP due date and time may not be considered. Applicants should not assume that their prequalification information will be reviewed if they do not adhere to this timeframe.

2.9 Instructions for Bid Submission and Required Format

Proposal Submission Process

All applicants must be registered with the New York State Grants Gateway System (GGS) and all Not-for-Profit agencies must be prequalified prior to proposal submission.

If you are not already registered:

REGISTER WITH THE GRANTS GATEWAY

Registration forms are available at the GGS website:
<http://www.grantsreform.ny.gov>.

- Include your SFS Vendor ID on the form; if you are a new vendor and do not have a SFS Vendor ID, include a Substitute for W-9 with your signed, notarized registration (also available from the website).
- All registration must include an Organization Chart in order to be processed. When you receive your login information, log in and change your password.

If you are an applicant, and have problems complying with this provision, please contact the GGS help desk via email: grantsgateway@its.ny.gov-- OR -- by telephone: 1-518-474-5595.

How to Submit a Proposal

Proposals must be submitted online via the Grants Gateway by the date and time posted on the cover of this RFP. Tutorials (training videos) for use of the Grants Gateway are available at the following web address (and upon user log in):
<http://www.grantsreform.ny.gov/Grantees>

To apply, log into the Grants Gateway and click on the View Opportunities button under View Available Opportunities. To get started, in the Search Criteria, enter the Grant Opportunity name provided on the cover page of this RFP, select the Office of Mental Health as the Funding Agency and hit the Search button. Click on the name of the Grant Opportunity from the search results grid and then click on the

APPLY FOR GRANT OPPORTUNITY button located at the bottom left of the Main page of the Grant Opportunity.

In order to access the online proposal and other required documents such as the attachments, you MUST be registered and logged into the NYS Grants Gateway system in the user role of either a “Grantee” or a “Grantee Contract Signatory”.

For further information on how to apply, please access the Grantee Quick Start Guide under the Pre-Submission Upload Properties for this opportunity.

Reference materials and videos are available for Grantees applying to funding opportunities on the NYS Grants Gateway. Please visit the Grants Reform website at the following web address: <http://www.grantsreform.ny.gov/Grantees> and select the “Grantee Quick Start Guide” from the menu.

There is a more detailed “Grantee User Guide” available on this page as well. Late proposals will not be accepted. Proposals will not be accepted via fax, e-mail, hard copy or hand delivery.

In order to apply, you need to be logged in as a Grantee, Grantee Contract Signatory, or Grantee System Administrator. The Grantee Delegated Administrator cannot start an application.

Helpful Links

Some helpful links for questions of a technical nature are below. Questions regarding specific opportunities or proposals should be directed to the issuing officer listed in this RFP.

<http://www.grantsreform.ny.gov/Grantees>

Grants Reform Videos (includes a document vault tutorial and an application tutorial) on YouTube:

<http://www.youtube.com/channel/UCYnWskVc7B3ajjOVfOHL6UA>

(Technical questions)

Grants Team: (Proposal Completion, Policy, and Registration questions)

<http://www.grantsreform.ny.gov/> or by phone at 518-474-5595.

3 Administrative Information

3.1 Reserved Rights

OMH reserves the right to:

- Reject any or all proposals received in response to the RFP that are deemed non-responsive, do not meet the minimum requirements or are determined to be otherwise unacceptable, in the agency’s sole discretion;
- Withdraw the RFP at any time, at the agency’s sole discretion;
- Make an award under the RFP in whole or in part;

- Disqualify a bidder whose conduct fails to conform to the requirements of the RFP;
- Seek clarifications of proposals for the purposes of assuring a full understanding of the responsiveness to the solicitation requirements;
- Use proposal information obtained through the state's investigation of a bidder's qualifications, experience, ability or financial standing, and any material or information submitted by the bidder in response to the agency's request for clarifying information in the course of evaluation and/or selection under the RFP;
- Prior to the bid opening, direct bidders to submit proposal modifications addressing subsequent RFP amendments;
- Prior to the bid opening, amend the RFP specifications to correct errors or oversight, supply additional information, or extend any of the scheduled dates or requirements and provide notification to potential bidders via the OMH website and the New York State (NYS) Contract Reporter;
- Eliminate any non-material specifications that cannot be complied with by all of the prospective bidders;
- Change any of the scheduled dates;
- Waive any requirements that are not material;
- Negotiate any aspect of the proposal in order to assure that the final agreement meets OMH objectives;
- Conduct contract negotiations with the next responsible bidder, should the agency be unsuccessful in negotiating with the selected bidder;
- Require clarification at any time during the procurement process and/or require correction of arithmetic or other apparent errors for the purpose of assuring a full and complete understanding of a bidder's proposal and/or to determine a bidder's compliance with the requirements of the solicitation;
- Conduct a readiness review of each selected bidder prior to the execution of the contract as set forth in Section 4.4;
- Cancel or modify contracts due to the insufficiency of appropriations.

3.2 Debriefing

OMH will issue award and non-award notifications to all bidders. Both awarded and non-awarded bidders may request a debriefing in writing requesting feedback on their own proposal, regardless if it was selected for an award, or disqualified, within 15 business days of the OMH dated letter. OMH will not offer

ranking, statistical, or cost information of other proposals until after the NYS Office of the State Comptroller has approved all awards under this RFP. Written debriefing requests may be sent to the Designated Contact, as defined in Section 2.1.

3.3 Protests Related to the Solicitation Process

Protests of an award decision must be filed within fifteen (15) business days after the notice of conditional award or five (5) business days from the date of the debriefing. The Commissioner or her designee will review the matter and issue a written decision within twenty (20) business days of receipt of protest. All protests must be in writing and must clearly and fully state the legal and factual grounds for the protest and include all relevant documentation. The written documentation should clearly state reference to the RFP title and due date. Such protests must be submitted to:

NYS Office of Mental Health
Commissioner Ann Marie T. Sullivan, M.D
44 Holland Avenue
Albany, New York 12229

3.4 Term of Contracts

Operating contracts which will follow the successful development of a project site shall be written for a total period of five (5) years. OMH reserves the right to change the first year's contract period to align with fiscal reporting period. The selected applicant awarded a contract under this RFP will be required to adhere to all terms and conditions in OMH's Master Grant Contract. The Master Contract Form is available on the Grants Gateway.

3.5 Minority and Women Owned Business Enterprises and Service Disabled Veteran Owned Business Enterprises

OMH recognizes its obligation to promote opportunities for maximum feasible participation of certified minority and women-owned business enterprises ("MWBEs") and the employment of minority group members and women in the performance of OMH contracts. In accordance with New York State Executive Law Article 15-A, OMH hereby establishes a 16% goal for Minority-owned Business Enterprise ("MBE") participation, a 14% goal for Women-owned Business Enterprise ("WBE") participation, and a 6% goal for Service-Disabled Veteran-owned Business Enterprises ("SDVOB") participation on any award resulting from this solicitation in excess of \$25,000 for commodities and services or \$100,000 for construction.

With respect to MWBEs, each award recipient must document its good faith efforts to provide meaningful opportunities for participation by MWBEs as subcontractors and suppliers in the performance of the project to be described in each grant disbursement agreement, and must agree that OMH may withhold payment pending receipt of the required MWBE documentation. The directory of MWBEs can be viewed at: <https://ny.newnycontracts.com>. For guidance on how OMH will determine a Contractor's "good faith efforts," refer to 5 NYCRR § 142.8.

In accordance with 5 NYCRR § 142.13, each award recipient acknowledges that

if it is found to have willfully and intentionally failed to comply with the MWBE participation goals set forth herein and in its grant disbursement agreement, such finding constitutes a breach of contract and OMH may withhold payment from the award recipient as liquidated damages.

Such liquidated damages shall be calculated as an amount equaling the difference between: (1) all sums identified for payment to MWBEs had the award recipient achieved the contractual MWBE goals; and (2) all sums actually paid to MWBEs for work performed or materials supplied under the grant disbursement agreement.

By submitting an application, an Applicant agrees to demonstrate its good faith efforts to achieve its goals for the utilization of MWBEs by submitting evidence thereof in such form as OMH shall require.

Additionally, an Applicant may be required to submit the following documents and information as evidence of compliance with the foregoing:

A. An MWBE Utilization Plan, which shall be submitted in conjunction with the execution of the grant disbursement agreement except as otherwise authorized by OMH. Any modifications or changes to the MWBE Utilization Plan after the execution of the grant disbursement agreement must be reported on a revised MWBE Utilization Plan and submitted to OMH. OMH will review the submitted MWBE Utilization Plan and advise the award recipient of OMH acceptance or issue a notice of deficiency within 30 days of receipt.

B. If a notice of deficiency is issued, the award recipient will be required to respond to the notice of deficiency within seven (7) business days of receipt by submitting to OMH, a written remedy in response to the notice of deficiency. If the written remedy that is submitted is not timely or is found by OMH to be inadequate, OMH shall notify the award recipient and direct the award recipient to submit, within five (5) business days, a request for a partial or total waiver of MWBE participation goals. Failure to file the waiver form in a timely manner may be grounds for disqualification of the bid or proposal.

OMH may refuse to enter into a grant disbursement agreement, or terminate an existing grant disbursement agreement resulting from this solicitation, under the following circumstances:

- a) If an award recipient fails to submit a MWBE Utilization Plan;
- b) If an award recipient fails to submit a written remedy to a notice of deficiency;
- c) If an award recipient fails to submit a request for a waiver; or
- d) If OMH determines that the award recipient has failed to document good faith efforts.

The award recipient will be required to attempt to utilize, in good faith, any MBE or WBE identified within its MWBE Utilization Plan, during the performance of the project. Requests for a partial or total waiver of established goal requirements may be made at any time during the term of the project, but must be made no later than prior to the submission of a request for final payment under the grant disbursement agreement.

Each award recipient will be required to submit a Quarterly M/WBE Contractor Compliance & Payment Report to OMH over the term of the project, in such form

and at such time as OMH shall require, documenting the progress made toward achievement of the MWBE goals established for the project.

With respect to SDVOBs, information about SDVOB certification and set asides for SDVOB participation in public procurement can be found at: <http://www.ogs.ny.gov/Core/SDVOBA.asp>, which provides information about SDVOB certification and guidance for State agencies in making determinations and administering set asides for procurements from SDVOBs.

Contractor agrees, to the maximum extent practical and consistent with legal requirements of the State Finance Law, the Executive Law and any implementing regulations, to use NYS certified Service-Disabled Veteran-Owned Business Enterprises (SDVOBs) in purchasing and utilizing commodities, services and technology that are of equal quality and functionality to those that may be obtained from non-SDVOBs. Contractor acknowledges being subject to the provisions of Executive Law Article 17-B and the applicable regulations (9 NYCRR Part 252), and that the directory of NYS certified SDVOBs is located at: http://ogs.ny.gov/Core/docs/CertifiedNYS_SDVOB.pdf. Contractor acknowledges that the SDVOB utilization goal for this Agreement is 6%. Contractor further acknowledges that this requirement is separate and distinct from the similar requirement to utilize small, and minority and women-owned businesses (M/WBEs), consistent with current State law (Executive Law, Article 15-A).

3.6 Equal Employment Opportunity

By submission of a bid or proposal in response to this solicitation, the Bidder/Contractor agrees with all of the terms and conditions of Master Contract for Grants – Standard Terms and Conditions. The Contractor is required to ensure that it and any subcontractors awarded a subcontract over \$25,000 for the construction, demolition, replacement, major repair, renovation, planning or design of real property and improvements thereon (the "Work"), except where the Work is for the beneficial use of the Contractor, undertake or continue programs to ensure that minority group members and women are afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status. For these purposes, equal opportunity shall apply in the areas of recruitment, employment, job assignment, promotion, upgrading, demotion, transfer, layoff, termination, and rates of pay or other forms of compensation. This requirement does not apply to: (i) work, goods, or services unrelated to the Contract; or (ii) employment outside New York State.

The Bidder will be required to submit a Minority and Women-Owned Business Enterprises and Equal Employment Opportunity Policy Statement, Form # 4, to the State Contracting Agency with their bid or proposal. To ensure compliance with this Section, the Bidder will be required to submit with the bid or proposal an Equal Employment Opportunity Staffing Plan (Form # to be supplied during contracting process) identifying the anticipated work force to be utilized on the Contract. If awarded a Contract, Contractor shall submit a Workforce Utilization Report and shall require each of its Subcontractors to submit a Workforce Utilization Report, in such format as shall be required by the Contracting State Agency on a monthly or quarterly basis during the term of the contract. Further, pursuant to Article 15 of the Executive Law (the "Human Rights Law"), all other State and Federal statutory and constitutional non-discrimination provisions, the Contractor and sub-contractors will not discriminate against any employee or applicant for employment

because of race, creed (religion), color, sex, national origin, sexual orientation, military status, age, disability, predisposing genetic characteristic, marital status or domestic violence victim status, and shall also follow the requirements of the Human Rights Law with regard to non-discrimination on the basis of prior criminal conviction and prior arrest. Please Note: Failure to comply with the foregoing requirements may result in a finding of non-responsiveness, non-responsibility and/or a breach of the Contract, leading to the withholding of funds, suspension or termination of the Contract or such other actions or enforcement proceedings as allowed by the Contract.

4 Evaluation Factors for Awards

4.1 Evaluation Criteria

All proposals will be rated and ranked in order of highest score based on an evaluation of each bidder's written submission as well as OMH internal reviews.

The Evaluation will apply points in the following categories as defined in Section 5.5:

Technical Evaluation	
Population	20 points
Housing Implementation	30 points
Agency Performance: <ul style="list-style-type: none"> • Bidder's Narrative • OMH Internal Reviews 	30 points
Financial Assessment	20 points
Total Proposal Points	100 points

For a detailed description of evaluation criteria for the Technical Evaluation and the Financial Assessment components, see Section 5.5 (Proposal Narrative).

The OMH internal review will consist of an assessment of the bidder's organizational competency. This will include a review of the bidder's residential programs over the past two years to assess occupancy rates and admissions from priority populations.

4.2 Method for Evaluating Proposals

Designated staff will review each proposal for completeness and verify that all eligibility criteria are met. If a proposal is not complete or does not meet the basic eligibility and participation standards as outlined in Sections 2.6 and 2.7, the proposal will be eliminated from further review. The agency will be notified of the rejection of its proposal within 10 working days.

Evaluation of proposals will be conducted in two parts: Technical Evaluation and Financial Assessment. OMH's evaluation committee, consisting of at least three evaluators, will review the technical portion of each proposal and compute a technical score. A financial score will be computed separately

based on the operating budget and budget narrative submitted.

Evaluators of the Technical Evaluation component may then meet to discuss the basis of those ratings. Following the discussion, evaluators may independently revise their original score in any section. Once completed, final Technical Evaluation scores will then be recalculated, averaged, and applied to the final Financial Assessment score to arrive at final scores. Any proposal not receiving a minimum average score of 65 will be eliminated from consideration.

In case of a tie in the scoring process, the proposal with the highest score on the Housing Implementation section will be ranked higher.

4.3 Process for Awarding Contracts

4.3.1 Initial Awards and Allocations

OMH will review and evaluate funding proposals submitted by an eligible applicant according to the criteria set forth in Section 5.4 of this RFP.

Applicants will be rated based on their final total score and the applicant with the highest score will receive a conditional award.

Applicants will be rated based on their final total score. Applicants that receive a final total score of less than 65 will be ineligible to receive either operating or capital funding.

Once an applicant receives a conditional award, and upon request by the successful applicant, OMH will arrange for a feasibility study prepared by a consultant architect. OMH will consider a request for capital funding for any minor modifications or repairs necessary to establish the ITLR. In consultation with the conditional awardee, OMH will modify and/or approve the plan with time frames for establishing the ITLR program.

4.3.2 Reallocation Process

There are a number of factors that may result in the operation of the housing project being reallocated to another contractor. These include, but are not limited to, failure to develop the housing within the approved time frame; work successfully with the population; manage and accept referrals in accordance with the approved process. A contractor will be provided notification if any or all of the units allocated to it are reallocated.

4.4 Award Notification

At the conclusion of the procurement, notification will be sent to all successful and non-successful bidders. All awards are subject to approval by the NYS Attorney General and the Office of State Comptroller before an operating contract can be finalized.

OMH reserves the right to conduct a readiness review of the selected bidder prior to the execution of the contract. The purpose of this review is to verify that the bidder is able to comply with all participation standards and meets the conditions detailed in its proposal.

5 Scope of Work

5.1 Introduction

The housing and services developed through this RFP are designated for individuals with Serious Mental Illness as defined on Appendix D and are referred from one of the following placements: Individuals who are current patients of NYS OMH Psychiatric Centers who were admitted into the State Psychiatric Center immediately following a prison sentence; or individuals being released from NYS prison; and are at the highest risk of recidivism without appropriate support and intervention.

Priority consideration must be given to those consumers who have an Assisted Outpatient Treatment (AOT) order. Referrals will be triaged in collaboration with the OMH Central Office State Operations Civil Reintegration Unit (CRU). The CRU is a Central Office unit that focuses on the needs of high risk individuals with forensic histories re-entering into the community through our State Hospitals. Additionally, the CRU is responsible for facilitating state residential placement to Transitional Living Residences of individuals who are returning to the community upon completion of the Intensive Treatment Unit (ITU) located at Rockland Psychiatric Center. Referrals will be made by the state psychiatric centers and the division of forensic services to CRU who will work with the agency to prioritize admissions.

The ITU will be a primary referral source for the Intensive Transitional Living Residence. The ITU is a 20-bed regional unit operating at Rockland PC. The ITU provides the most appropriate and effective treatment to those being sent to state civil hospitals from prison who could benefit from specialized programming aimed at addressing criminogenic factors. The end goal is to support a successful transition to the community and reduce recidivism. Interviews may be conducted via video conferencing where available. Additional details on the referral and admission procedure will be established upon award. However, applicants should be aware that referrals may not be refused based on criminal history and high risk status. The program is designed to serve high-risk consumers. The admission process will provide an opportunity to determine appropriateness for admission.

The agency must work in partnership with the OMH Central Office Bureau of Child and Adult State Operated Services, Central New York Psychiatric Center (CNYPC) Pre-Release Services, and State Psychiatric Centers within the five boroughs of NYC as well as Rockland and Pilgrim Psychiatric Centers. The selected agency will be required to develop coordinated transition plans with State Psychiatric Center staff as well as establish relationships with the area Health Homes to provide services and supports for individuals to ensure their successful transition into the community.

Program staff should be trained in the application of Aggression Replacement

Training (ART) and Interactive Journaling or equivalent programming approved by OMH Central Office. In addition, staff should have appropriate training in working with individuals with behavioral health needs and criminal justice involvement, such as the Academy for Justice-Informed Practice, and other applicable trainings such as those offered through the Substance Abuse and Mental Health Services Administration (SAMHSA). The provider will be also expected to participate in additional mandatory trainings which will address high risk behaviors to be provided by the Office of Mental Health

Individuals moving into this Transitional Living Residence should be enrolled in a Health Home, OMH-funded Transitional Case Management, or Managed Long Term Care Plan (MLTC) to receive care coordination. In addition, consumers may have access to Assertive Community Treatment (ACT) or Forensic ACT and Personalized Recovery Oriented Services (PROS). If the person being referred is not yet enrolled in a Health Home or MLTC it will be incumbent upon the Psychiatric Center staff or Housing agency to make a referral to the Health Home or MLTC. Lack of enrollment should not preclude high need individuals from being referred and admitted into the ITLR.

Programming should focus on engagement in services and activities to address criminogenic factors and support successful reentry to the community. Motivational Interviewing, Sensitizing Providers to the Effects of Correctional Incarceration on Treatment and Risk Management (SPECTRM) and the related Re-entry After Prison (RAP) should be utilized, along with ART as previously mentioned. Vocational, substance abuse and family support are also important wrap around services to support successful reintegration. Recreational activities and Activities of Daily Living (ADL) training should also be provided to assist in the transition to a more independent residential setting.

5.2 Objectives and Responsibilities

Congregate Licensed Housing is considered transitional housing and the Intensive Transitional Living Residence will have an expected length of stay of three to six (3-6) months. Providers must adhere to OMH Part 595 regulations. Consumers should have access to treatment services and other supportive services as needed. Services and supports provided by on-site staff may be supplemented by services in the community. Providers should demonstrate how they will prepare OMH consumers for reintegration into the community, create an environment that promotes recovery and wellness and assists consumers with co-occurring disorders of mental illness and substance abuse. CRU will participate in discharge planning with the agency in order to identify specialized housing resources that may be available to residents.

The agency will be expected to provide for specialized programming that takes into account the experiences of residents who have recently been involved in the criminal justice system, focusing on reduction of risk and recidivism. This will entail a minimum of Aggression Replacement Training (ART) and Interactive Journaling, with additional programming and support focusing on rehabilitation and risk reduction, including vocational and peer services, health and wellness and the development of independent living skills.

The successful applicant will also be expected to participate in quarterly reentry

meetings with providers facilitated by OMH Division of Forensic Services.

5.2.1 Description of the ITLR Property

The building which will house the ITLR was recently constructed and contains a State-operated crisis residence on other floors. It is located in Building #34 on the grounds of the Bronx Psychiatric Center. The floors on which the 20-bed ITLR will be operated includes four wings each consisting of five individual bedrooms; lobby/reception areas; offices; a dining/meeting area; common area/lounge; eight common bathrooms; laundry and trash/janitorial room. There is a dining area with a kitchen facility. The property is connected to the NYC water, electric, gas and sewer utilities and is not in need of significant repairs. For budgeting estimates, the approximate total square footage of the residence is 9,700 square feet.

5.2.2 Reporting Requirements

Agencies that receive an allocation of housing resources under this RFP must agree to ensure that these units will only be filled by:

- Individuals with a serious mental illness who may have a co-occurring substance abuse disorder and are being discharged from the Manhattan Psychiatric Center (MPC), Kingsboro Psychiatric Center (KPC), Creedmoor Psychiatric Center (CPC), Rockland Psychiatric Center (RPC), Pilgrim Psychiatric Center (PPC), South Beach Psychiatric Center (SBPC), or Bronx Psychiatric Center (BPC) inpatient units. These are individuals who were admitted into the State PC immediately following a prison sentence.
- Individuals identified by the Civil Reintegration Unit who are being released from the OMH Division of Forensics Corrections Based Operations.

Agencies must conform to all OMH fiscal reporting requirements as outlined in the “Aid to Localities Spending Plan Guidelines.” These guidelines are available on the Internet at <https://apps.omh.ny.gov/omhweb/spguidelines/>.

Agencies awarded these units will be required to maintain accurate reporting of all admissions and discharges through OMH’s Child and Adult Integrated Reporting System (CAIRS), and adhere to any requirements OMH may subsequently develop.

Agencies awarded the contract(s) will be required to maintain accurate reporting of all admissions and discharges through OMH’s Child and Adult Integrated Reporting System (CAIRS), and any requirements the OMH may subsequently develop to ensure documentation of Medicaid savings. Agencies will be required to provide resident’s CIN numbers to NYS OMH for Medicaid Spending Tracking.

5.3 Funding

Applicants are required to develop a proposed budget that reflects a rich staffing model and ensures a minimum of three staff persons on a 24-hour basis as a safety measure. The staffing model should be sufficient to provide an intensive level of services designed to prepare individuals to transition to a more independent level of housing. Professional and paraprofessional staff should

include the following, which generally should be available in daytime, evening and weekend hours.:

- Licensed Practical Nurse(s) (LPN);
- Licensed (credentialed) professionals (which may include, but is not limited to LMSW, LMHC, CASAC, Licensed Practitioner of Healing Arts) (daytime, evening, weekend);
- Rehabilitation Counselors (daytime, evening, weekend);
- A Program Manager;
- 24-hour coverage of three Residence Counselors (which may include Case Manager/ Day Counselor, awake overnight staff);

Staffing may also include support staff; peers/peer bridger; vocational counselor; recreational counselor; and maintenance staff. Consideration should be given to addressing the substance abuse counseling needs of the population; appropriate staff qualifications; and training in working with individuals with behavioral health needs and criminal justice involvement.

The applicant will be expected to enter into a lease with State of New York. The budget should also account for costs based on the anticipated terms of the lease, including telephone/ IT equipment and services; insurance; repairs and maintenance; utilities (fuel for heat and hot water); extermination; water and sewer charges. Additional considerations in developing a budget include food expense, administration, and expected resident fees. OMH estimates the operational costs, not including staffing or food, to be approximately \$29 per square foot for this program. The program will occupy an area of approximately 9,700 square feet. Note that the funding will be provided by direct State contract. No Medicaid billing will be involved.

5.4 Proposal Narrative

When submitting proposals for funding under this RFP, the narrative must address all of the components listed below, in the following order:

5.4.1 Population

- 1a. State your commitment to filling these units with the appropriate target population in coordination with the Civil Reintegration Unit within NYS OMH Child and Adult State Operations.
- 1b. Describe in narrative form the characteristics of the population to be served in the ITLR. Discuss such population characteristics as forensic history, impact of incarceration, service history, present functional level, educational level, job history, community living skills, existence of social supports, trauma history and substance abuse history.
- 1c. Describe in narrative form the areas of risk to safety and community tenure likely to be associated with this population. Discuss how this risk will be mitigated, specifically stating how information from HCR 20 or other risk assessment forms will be used in service planning.
- 1d. Describe in narrative form the service needs of the population, specific

to the characteristics described in (1b) above.

- 1e. Indicate what regionally based Health Home(s) your agency is a network member of or what Health Home (s) your agency will become a network member in order to meet the goals of this RFP.
- 1f. Explain how your agency intends to collaborate with the operator of the Transitional SRO (See 1.1)

5.4.2 Housing Implementation

- 2a. Describe admission procedures and explain how you will work with the State Psychiatric Center and CNYPC Pre-Release Services to ensure timely admission decisions, joint planning and a “warm handoff”.
- 2b. Describe in detail the culture that will be fostered in the residence to support community reintegration and to engage residents in both treatment and recovery-focused activities taking into account the population characteristics above and the particular needs and expected acculturation challenges of individuals recently discharged from a correctional setting. Describe in detail the services that will be provided directly by the sponsoring agency. Indicate what specific strategies will be employed, how the services and activities will prepare individuals for reintegration into the community.
- 2c. Provide a staffing plan. Include a description of the roles and responsibilities of each staff member. Indicate the skills and experience each staff member will be expected to have. Describe initial and ongoing staff training and supervision. Describe the use of peer to peer services and supports that will be available.
- 2d. Describe resident assessment procedures and the development of a person-centered, strengths-based services plan. Describe the process of services planning that will incorporate strategies to engage and motivate residents towards their recovery and provide an appropriate response to residents who are at risk of relapsing and/or begin not taking their medications. Discuss methods for ensuring integrated services for residents with co-occurring substance dependence/use disorders. Describe how residents will be assisted when a mental illness or substance use relapse occurs.
- 2e. Explain the process for anticipating, de-escalating and responding to resident emergencies. Describe your agency’s procedures to minimize the use of 911 calls made by either staff or residents during non-emergency situations. How will standard crisis-response approaches be modified to address the unique needs of this population?
- 2f. Identify community-based resources that will be available to residents through referrals and/or linkage agreements. Describe how housing staff will communicate and collaborate with community-based resources to further residents’ recovery goals. Indicate how

these services support the residents' recovery from mental illness and substance abuse. Describe how all services will take into account the cultural and linguistic needs of the individual.

- 2g. Describe the agency's approach for identifying residents at risk of premature discharge and describe the range of interventions that would be used to maintain residents in housing until they are discharge ready. Provide the policy and procedure for terminating housing. Attach the grievance procedure that will be provided to residents. Describe how the discharge and grievance procedure will be adapted to meet the unique needs of this population.
- 2h. Describe the timeframe that you anticipate for the development and implementation of this program.

5.4.3 Agency Performance

- 3a. Describe the agency's experience and approach in providing recovery- oriented, trauma-informed housing and/or mental health services to persons with mental illness, including helping these individuals achieve their rehabilitation and recovery goals. Include experience serving justice involved individuals, and those with a co-occurring disorder of serious mental illness and substance abuse.
- 3b. Current licensed OMH housing agencies must note their agency's ability to target OMH priority populations, average length of stay and ability to transition individuals into independent housing. OMH providers shall base their response on the most recently published Residential Program Indicators Report. Also, please note that OMH agencies will be evaluated on the timeliness of CAIRS reporting.

Note: The OMH internal review will consist of an assessment of the bidder's organizational competency. This will include a review of the bidder's residential programs over the past two years. Previous OMH actions including, but not limited to, fines, revocations of operating certificates, limitations on operating certificates and/or repeat citations impacting client care will be reviewed in scoring agency performance. Additional areas of organizational competence include: Supported Housing review forms, if applicable, percentage of admissions from OMH PCs or OMH-operated residential programs; transition of residents to more independent housing; and accuracy and timeliness of CAIRS reporting. If an agency received an award of housing from a previous allocation, the agency's performance in filling the units within the contractual time frame and with the priority population specified will be rated.

5.4.4 Financial Assessment

- 4a. Bidders must develop a full annual operating and property budget for the 20 bed ITLR. Use the "Projected Operating and Property Budget Form" (Appendix B) Bidders should also identify revenues from resident fees. Please note that approval of an operating budget will be finalized once the

selected applicant has been chosen

4b. Bidders must also complete a Budget Narrative which should include the following:

- detailed expense components that make up the total operating expenses;
- the calculation or logic that supports the budgeted value of each category; and
- description of how salaries are adequate to attract and retain qualified employees.

Use the Operating Budget (Appendix B) and the Budget Narrative (Appendix B-1) to submit with your proposal. The Operating Budget (Appendix B) is a separate document on the RFP section of the OMH website and can be downloaded in PDF format. Do **not** substitute your own budget format. **Failure to complete the Operating Budget using the correct form may be cause to reject your proposal for non-responsiveness.**